USING MARKS MANAGEMENT

(Updated: November 3, 2026)

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General Information

Final marks for each course must be submitted through the Lakehead University Marks Management system. This is the official means of collecting final grades and is a more accurate reflection of student registration as the Marks Management roster information is built from a student's academic record.

Marks Management is the preferred system for all mark reporting (assignments, tests, mid-terms, papers, etc.) as the interim marks can be either shared with students or not, the information is kept on file, the information entered can be restored is there are network issues, and marks management is accessible from any computer as long as internet service is available. This system also ensures more security in terms of marks submission and guarantees that all student records and grades remain confidential as they are accessed by the instructor attached to the course and only by logging in through the secure myInfo portal.

Final marks must be submitted no later than the date published in the current academic calendar and normally should be within 4 business days after the last day of class, or after the final examination has taken place. Earlier final mark submission is strongly encouraged where possible as it will help to ensure timely feedback to students and will aid in the evaluation of pre-requisite checks, academic standing, graduation and academic and financial awards.

Marks must be submitted electronically. Once marks have been submitted electronically through marks management, an electronic copy will be sent to your department Chair/Director/Faculty Dean for approval. Once the Chair/Director/Faculty Dean has verified and electronically approved the marks, these will then be automatically (overnight) uploaded to the student transcript. Once verified to the student transcript, students will then be able to view their official final marks on myInfo-Student-My Transcript.

Contact Information

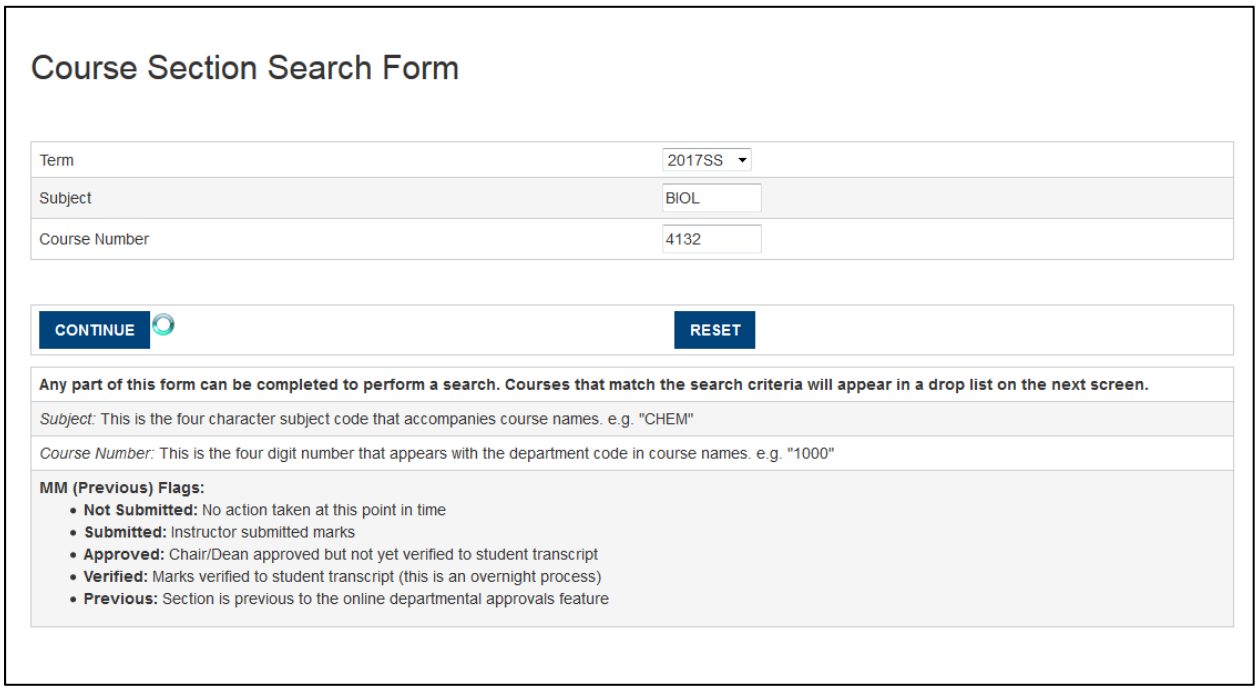
If you have any questions about marks management set up, entry, processing, or submission please contact:

Registrarial Services:	807-343-8500 processing.aarr@lakeheadu.ca
Brittany Vescio:	807-343-8010 ext. 8161 records@lakeheadu.ca
Ashley Beda:	807-343-8010 ext. 7220 ajbeda@lakeheadu.ca

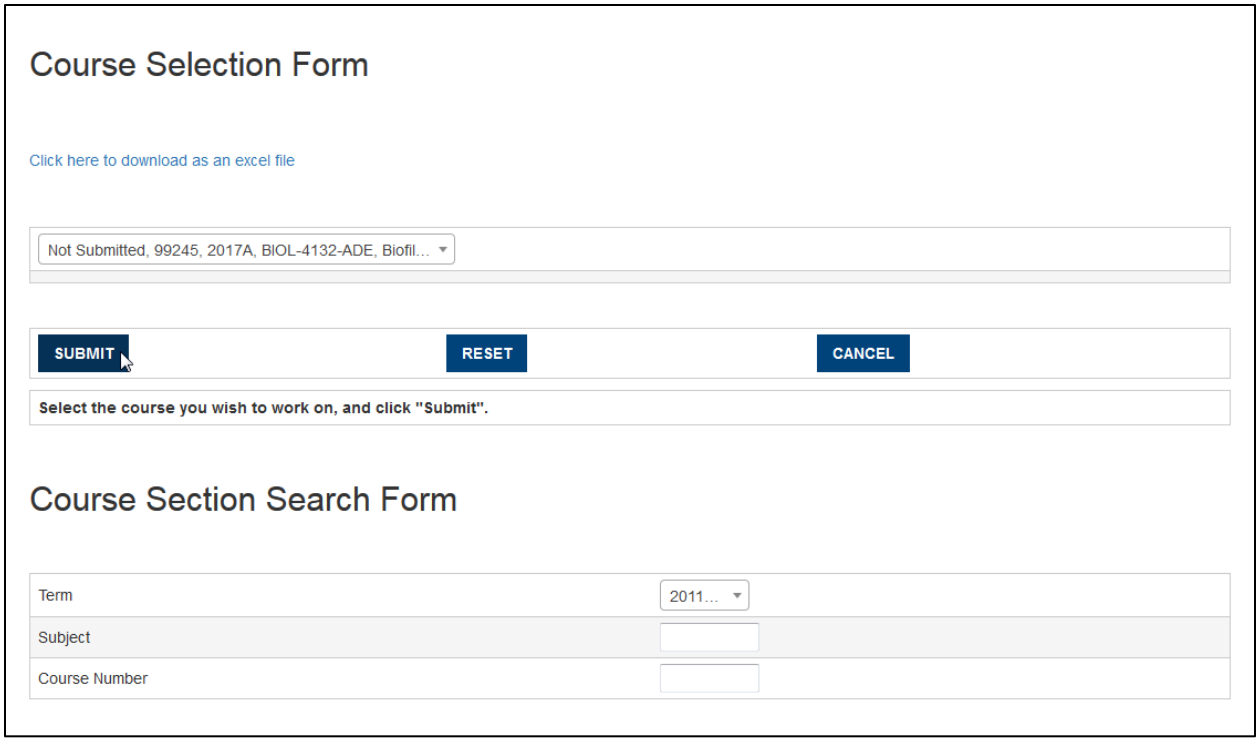
Course Section Search Form

Marks management can be found in myPortal under the Faculty or Employee tab and will be listed as “Marks Management (Current)” or “Marks Management (Previous)” depending upon the time of year. Select the appropriate link. Once you select the link, this will bring you to the **Course Section Search Form.**

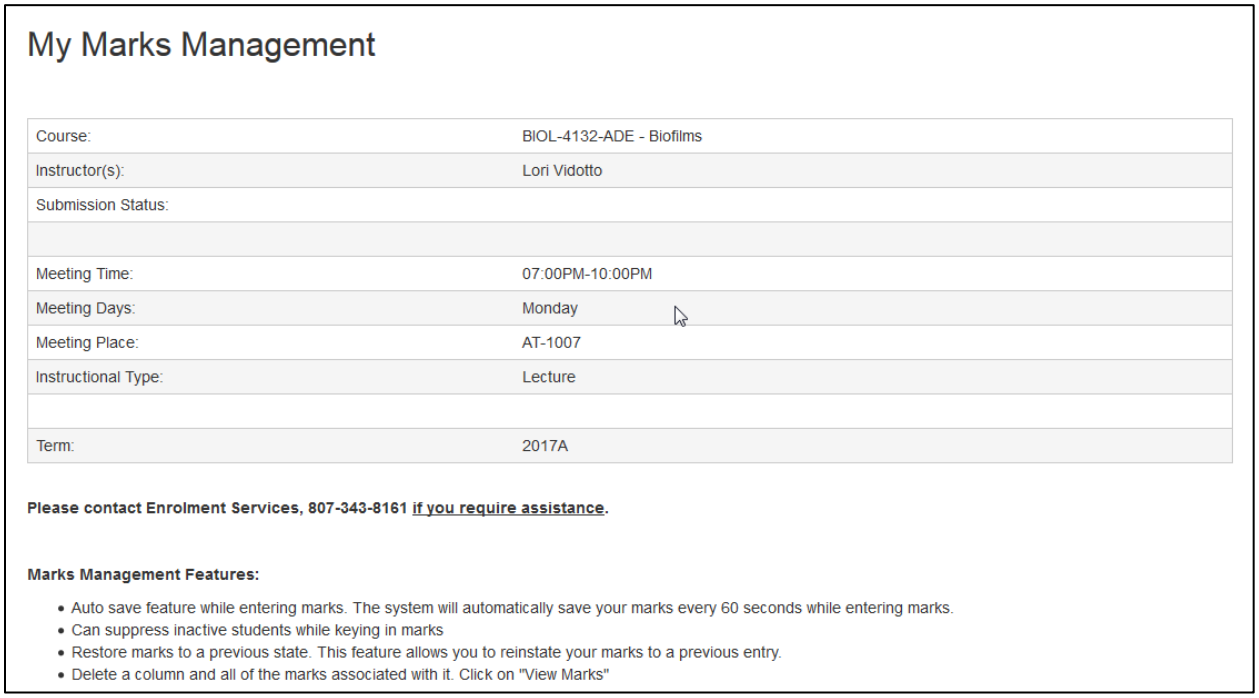
Verify that the term is correct (changing via the drop-down if necessary), enter in the course “Subject” and “Course Number” of what you are looking for, and then hit “Continue”.



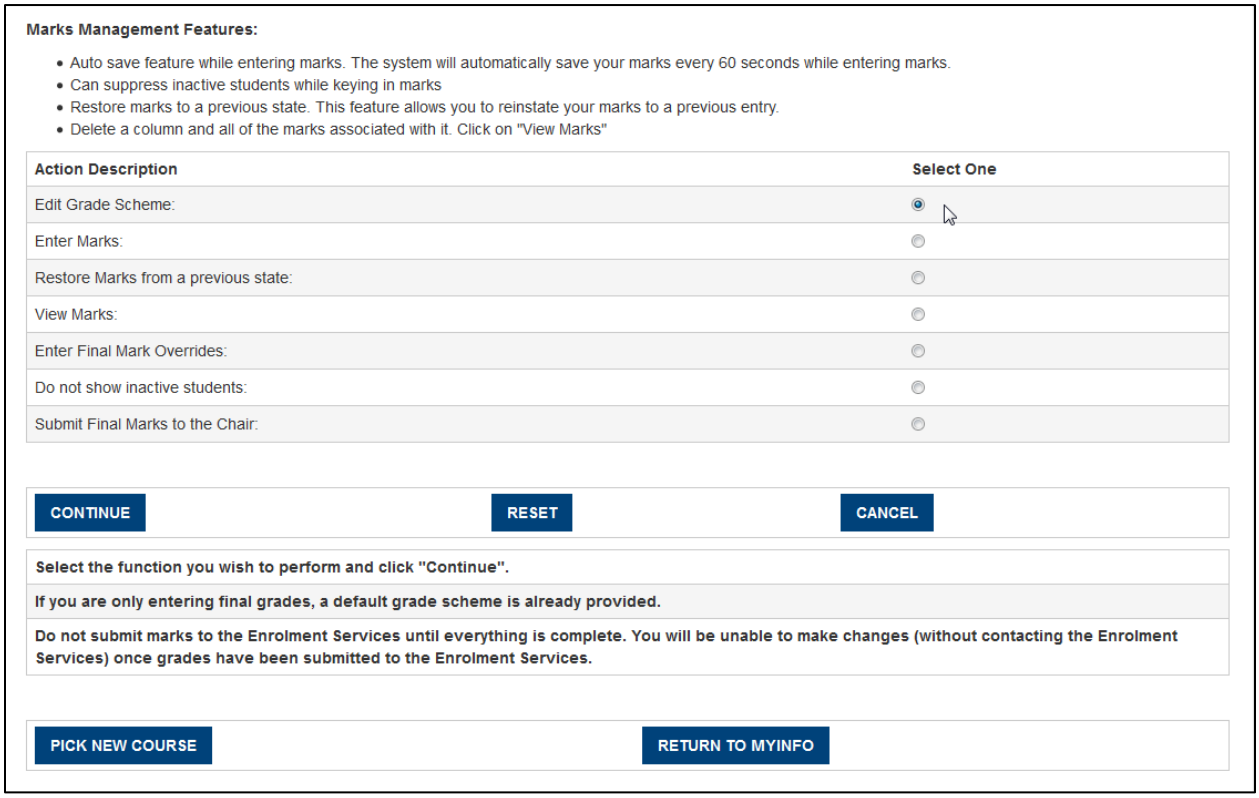
The search feature will pick up any sections that fall into the criteria you have selected. If there are multiple sections of the same course in the same term, a list will be presented. Select the correct section you are searching for by highlighting the section, then select “Submit”.



Once you submit your course selection, this will bring up the marks management system for that one particular section. The top portion will show the course details including: course subject, number, section, title, instructor, meeting time, meeting days, meeting place, and term.



The next section shows “Marks Management Features” and gives you a list of functions which include: edit grade scheme, enter marks, restore marks from a previous state, view marks, enter final marks overrides, do not show inactive students and submit final marks to the Chair/Director/Dean.



Marks Management Features:

- Auto save feature while entering marks. The system will automatically save your marks every 60 seconds while entering marks.
- Can suppress inactive students while keying in marks
- Restore marks to a previous state. This feature allows you to reinstate your marks to a previous entry.
- Delete a column and all of the marks associated with it. Click on "View Marks"

Action Description	Select One
Edit Grade Scheme:	◉
Enter Marks:	○
Restore Marks from a previous state:	○
View Marks:	○
Enter Final Mark Overrides:	○
Do not show inactive students:	○
Submit Final Marks to the Chair:	○

CONTINUE RESET CANCEL

Select the function you wish to perform and click "Continue".

If you are only entering final grades, a default grade scheme is already provided.

Do not submit marks to the Enrolment Services until everything is complete. You will be unable to make changes (without contacting the Enrolment Services) once grades have been submitted to the Enrolment Services.

PICK NEW COURSE RETURN TO MYINFO

Edit Grade Scheme

The Edit Grade Scheme function allows you to create and set a grade scheme for your course IF it is a NUMERIC graded course. It allows you to assign the breakdown of marks and percentages you are allotting to your course. If the course is a PASS/FAIL section, a grading scheme may NOT be set up.

Default Grade Scheme

The default grade scheme for ALL courses is **One Mark** with a Highest Possible Score of 100, a Weight on Final Mark of 100, and a Deliver to Students value of "N". This means that without setting up your own unique grade scheme, you can still enter and submit a final mark.

If you would like to set up your own grading scheme, it is recommended that you do this before your course starts. Setting up a section grading scheme may only be done where the grade being submitted is a NUMERIC grade. If assistance is need, please contact Registrarial Services.

Columns

Columns are what you are grading your students on (i.e.: assignment, presentation, exam, essay, etc.). You may add as many columns as you want, and they can be titled whatever is convenient for you. Columns are added only one at a time, but the screen will always have the option to add new columns if you so desire.

Highest Possible Score

This will be the value you decide the assignment, essay, etc. is marked on. This value is used to calculate the percent of marks achieved on this item to count towards the final grade.

Weight on Final Mark

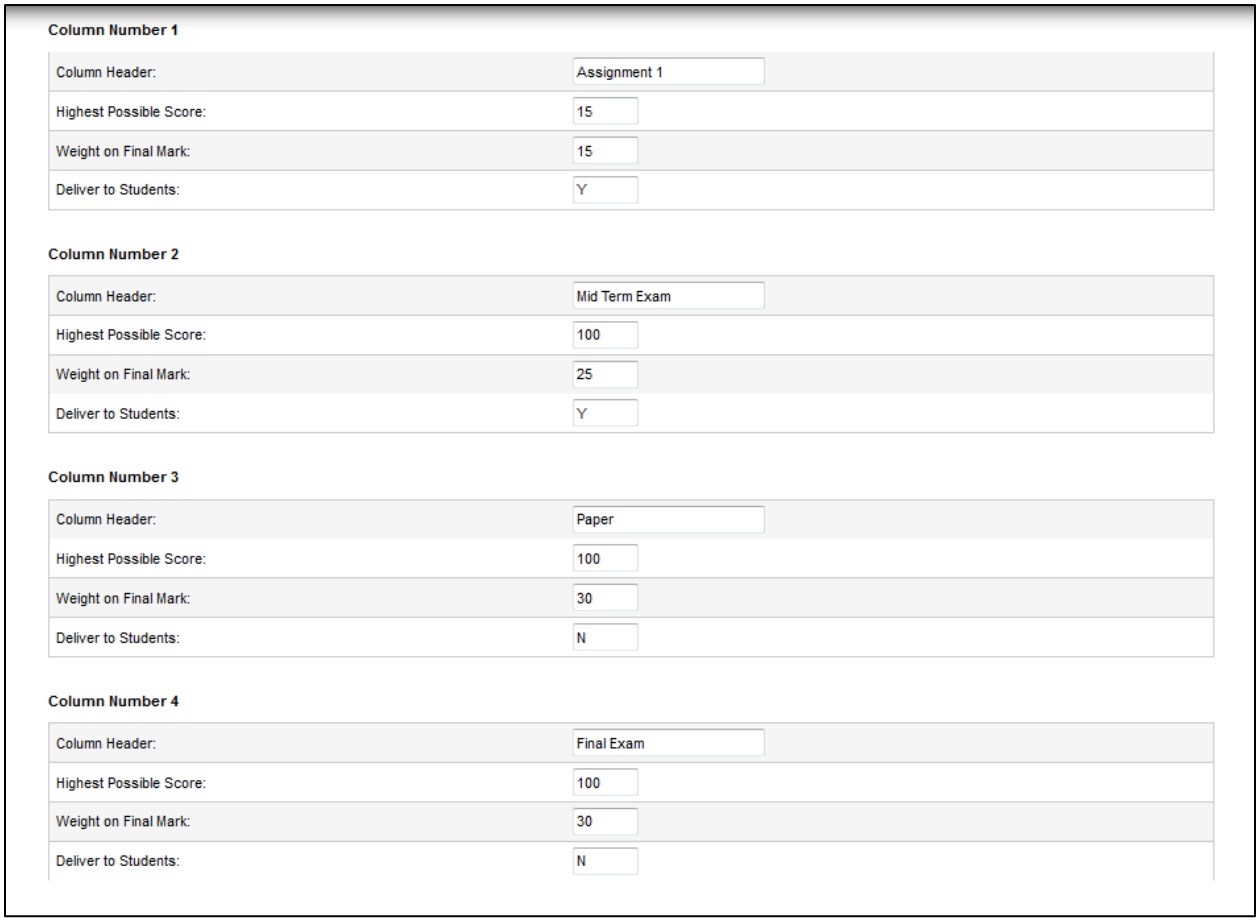
This is the numeric value (out of 100) you are allotting the column. The weight is divided by the total weights to obtain a percent out of 100 for a final mark. Note that the combined total MUST add up to 100 regardless of the number of columns you decide upon. It cannot be over or under that amount as it will block you from submitting final marks.

Deliver to Students

This function allows you control over which interim marks your students can see and which they cannot.

Some instructors use this function to hold marks from view as a particular assignment is being graded so as to be fair in rolling out interim marks to their entire class. They leave the flag as an "N" while working on grading, and then change the "N" flag to a "Y" when all student marks have been entered so that all students can see their own marks at the same time. Note: when the **Deliver to Students** flag is "Y", the

student can see their interim mark ONLY until the final mark has been submitted electronically. Once the final grade has been submitted, the interim marks are no longer viewable through myPortal.



Column Number 1

Column Header:	Assignment 1
Highest Possible Score:	15
Weight on Final Mark:	15
Deliver to Students:	Y

Column Number 2

Column Header:	Mid Term Exam
Highest Possible Score:	100
Weight on Final Mark:	25
Deliver to Students:	Y

Column Number 3

Column Header:	Paper
Highest Possible Score:	100
Weight on Final Mark:	30
Deliver to Students:	N

Column Number 4

Column Header:	Final Exam
Highest Possible Score:	100
Weight on Final Mark:	30
Deliver to Students:	N

Enter Marks

The Enter Marks screen allows you to enter the grades for each assignment, test, exam that you have set up in your grade scheme.

When entering marks use the following guidelines:

Incomplete: Incompletes should only be assigned to a **final grade only** and should incorporate the numeric grade the student has received to-date. For example: 62I. In the case of a course with PASS/FAIL (i.e. practicums, placements), you should enter INC as the final grade. Please reference the Incomplete Standing regulations before using this feature.

*An incomplete grade may, at the discretion of the instructor and **in consultation with the student**, be assigned to a course when the instructor considers that for a **valid reason** the student has not yet completed all the requirements of the course. In such cases, when a percentage grade would normally be assigned to the course, the instructor must also assign a grade for work completed to that point, expressed as a portion of the entire course mark. Courses graded on a Pass/Fail basis will be assigned an INC. Incomplete grades will not be included in the calculation of the student's average*.

Zero (0): A zero (0) as a **final grade** is reserved for **Academic Misconduct**. Interim assignments, tests, exams, papers, etc., may be assigned grades of zero within marks management if the final grade does not result in zero (0) unless in the case of Academic Misconduct.

FNW or 01: **F**ailure **N**o **W**ithdrawal or 01 may be assigned in cases where a student is currently listed as active on the class roster but has not attended class nor completed any course work. FNW counts as a failure but does not contribute towards average calculations.

Inactive: If the status of the student is inactive, this means the student has withdrawn from the course. No mark should be assigned to inactive students. To turn off the display of inactive students, simply select “Do not show inactive students” from the main Marks Management page and click Continue to save your selection.

Once you have finished entering marks you will need to **SAVE**. The marks are now stored for future use and can be viewed at any time. Please note that if you leave the page prior to clicking SAVE, your marks may not be recorded accurately.

There is an AutoSaved feature which will automatically save marks management information while you are working on entering marks. The AutoSaved runs every 60 seconds when you are entering marks and date stamps for reference purposes. It would look similar to: **AutoSaved on:** Thu Dec 03 2015 15:19:59 GMT-0500 (Eastern Standard Time)

A mark must be entered for every student with an active status. A valid mark is one of the following:

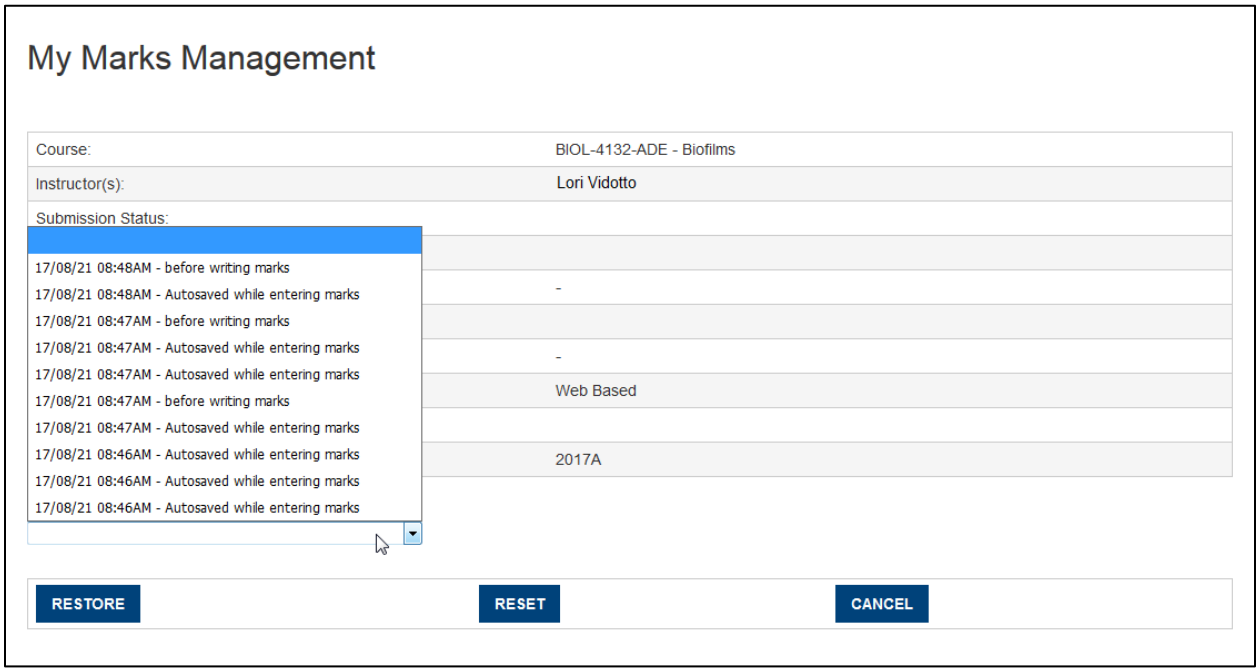
Numeric	1-100	Whole numbers only.
Non-Numeric	P or F	Only used for courses offering the Pass/Fail designation.
Incomplete	XXI or INC	Where XX is a numeric value. Should be assigned to final grades only.

You may not enter **W** or **Withdrawal** as a final grade. W is reserved for late withdrawals and the student must initiate the process by submitting a petition for late withdrawal to the University Registrar.

You may NOT enter a final grade of 0 (Zero – Academic Dishonesty). Grades of 0 (Zero – Academic Dishonesty) involve an academic investigation, as such, they cannot be submitted electronically.

Restore Marks from a Previous State

The restore marks from a previous state allows you to reset your marks to a pre-stamped AutoSaved date and time. Once on the restore marks from a previous state screen, just click the drop-down and select the date and time you would like your marks to reset to.



NOTE: If you have submitted your final marks to Registrarial Services, you will NOT be able to restore marks from a previous state but will need to contact your Chair/Director/Dean IF the marks have NOT yet been approved. IF the marks HAVE been approved, please contact Registrarial Services.

Resetting submitted marks will only be possible in the instances where final marks have been submitted but have NOT been verified by Registrarial Services to the student's transcript. In these cases, alternate arrangements will need to be made to change marks for an entire class roster.

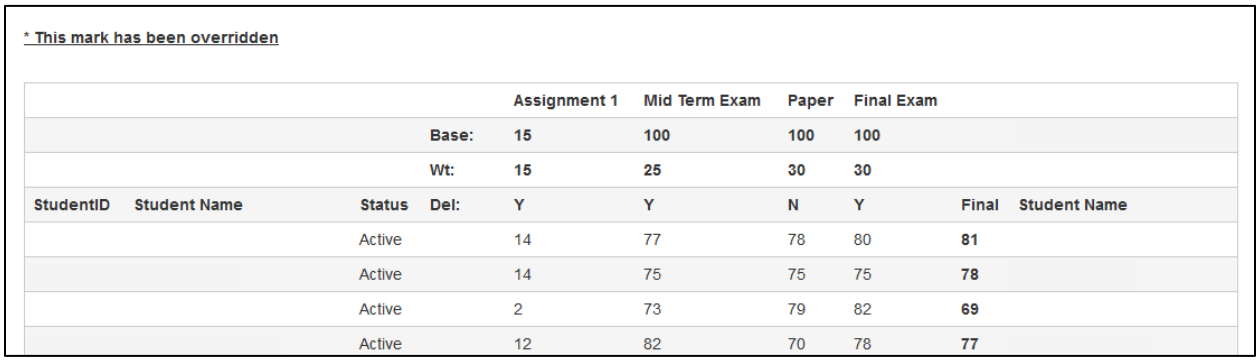
View Marks

The view marks function allows you to clearly see the marks you have already entered. If you entered a grade scheme, the view marks function will allow you to view each individual mark as well as each student final mark based on the work to-date.

The view marks page also offers provides statistical information at the bottom of the page including: student count, class average (Ave), maximum (Max), minimum (Min), median and standard deviation (StDev).

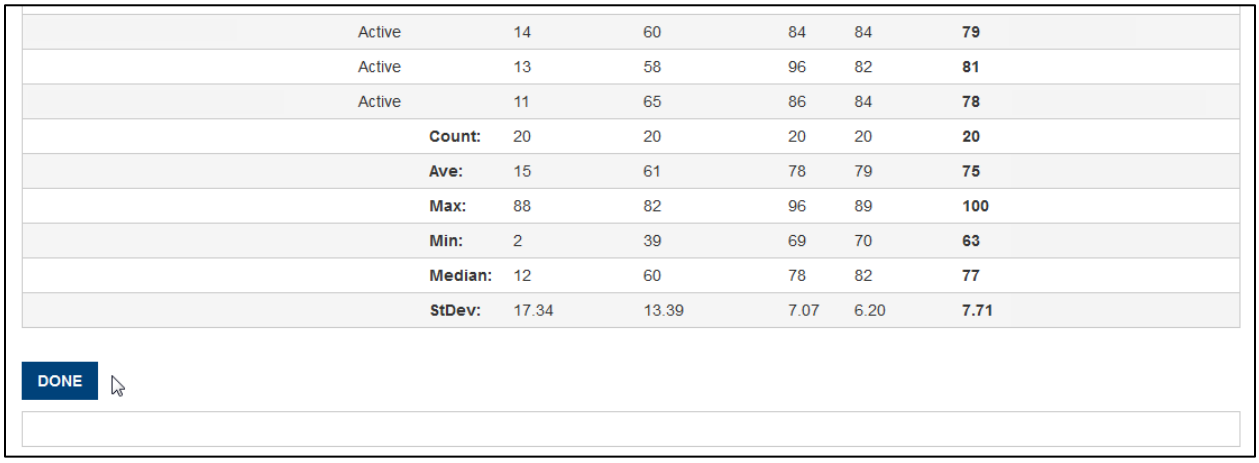
The student count is a quick way to make sure you have entered all marks; however, note that a mark of zero does not contribute towards the “count” and if you have entered a mark erroneously on an inactive student record, this will add to the count.

To leave the view marks page, just select Done at the bottom of the page. This will bring you back to the main Marks Management page.



* This mark has been overridden

			Assignment 1	Mid Term Exam	Paper	Final Exam		
		Base:	15	100	100	100		
		Wt:	15	25	30	30		
StudentID	Student Name	Status	Del:	Y	Y	N	Y	Final	Student Name
		Active		14	77	78	80	**81**	
		Active		14	75	75	75	**78**	
		Active		2	73	79	82	**69**	
		Active		12	82	70	78	**77**	



	Active		14	60	84	84	**79**
	Active		13	58	96	82	**81**
	Active		11	65	86	84	**78**
		Count:	20	20	20	20	**20**
		Ave:	15	61	78	79	**75**
		Max:	88	82	96	89	**100**
		Min:	2	39	69	70	**63**
		Median:	12	60	78	82	**77**
		StDev:	17.34	13.39	7.07	6.20	**7.71**

DONE

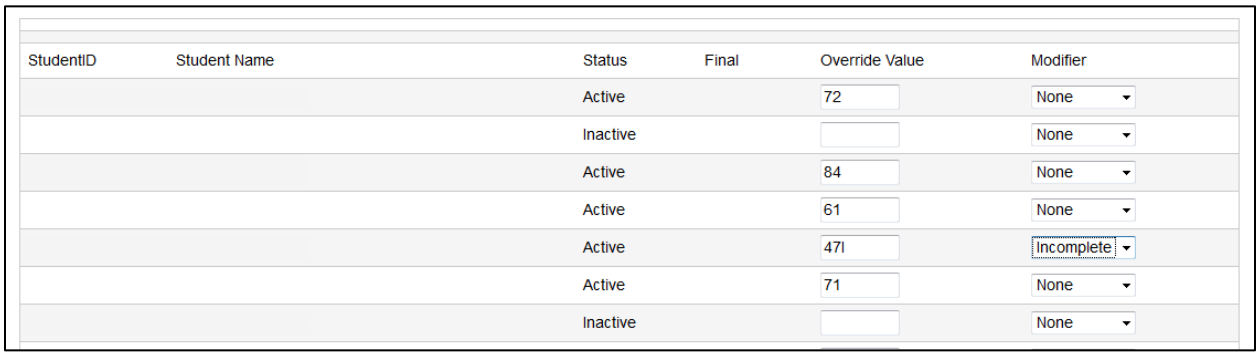
Enter Final Marks Overrides

The Enter Final Marks Overrides screen allows you to make changes to marks prior to submitting the final grades for approval.

This may be needed in cases where something unusual has happened to affect numerous student grades.

This screen can also be used to enter incomplete final grades. An incomplete may be given in lieu of a grade for unfinished coursework based on unforeseeable circumstances. See University Regulation V (e) of the current Academic Calendar for further information.

When entering marks through the Final Marks Overrides screen, if you are entering an incomplete grade, you will also need to select **Incomplete** from the drop down menu in the **Modifier** column. An Incomplete should always be tied to a numerical value.



StudentID	Student Name	Status	Final	Override Value	Modifier
		Active		72	None
		Inactive			None
		Active		84	None
		Active		61	None
		Active		47I	Incomplete
		Active		71	None
		Inactive			None

If you enter an incomplete mark and the student completes the work prior to you submitting final marks to the Chair/Director/Dean, you will need to remove the incomplete and save out before being able to change the final grade to a non-incomplete mark.

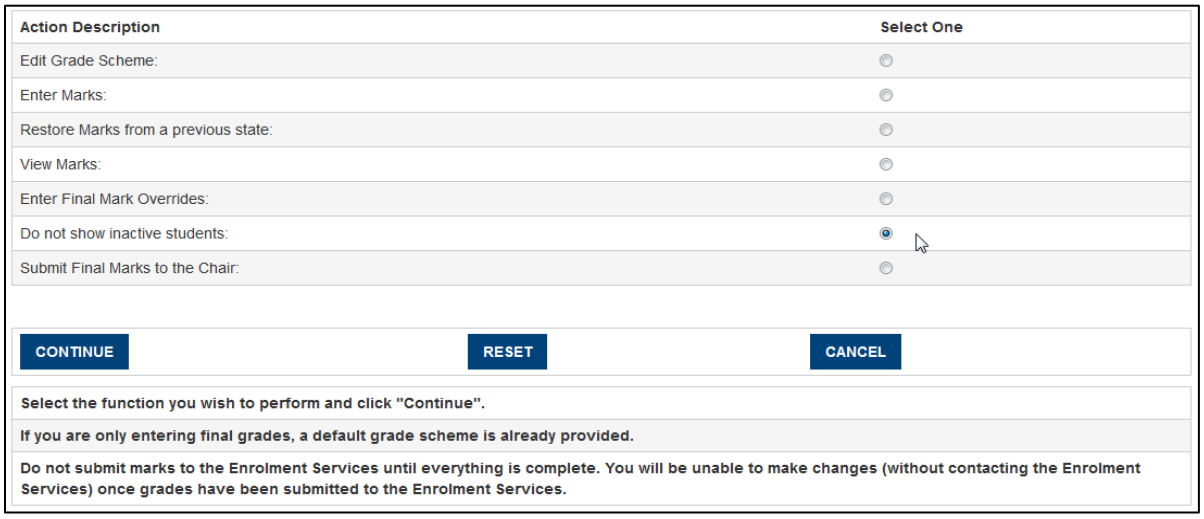
Do Not Show Inactive Students/Show Inactive Students

This feature allows you to change your marks management class lists to either include or exclude inactive students. The wording is either:

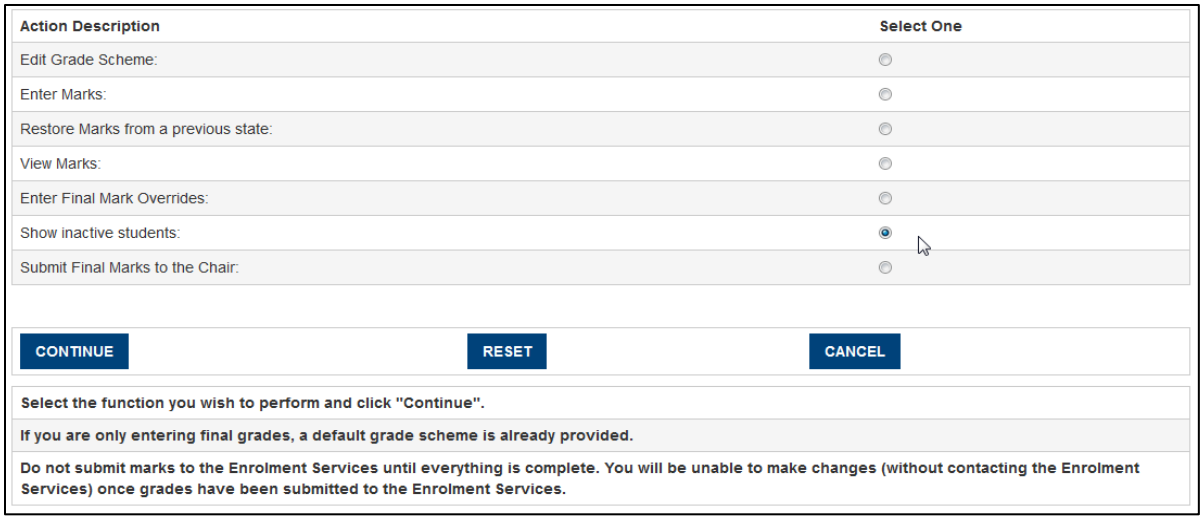
- Do not show inactive students
- Show inactive students

Note: the main marks management pages will show wording of what WILL happen if you select the button, not what is happening currently.

For example: if "**Do not show inactive students"** is currently displayed on your main page, this means that if you detail into any class list screen, it WILL show inactive students until you select that button and continue.



The above screen means active and inactive students will currently display until you select **Do not show inactive students** and hit **Continue**.



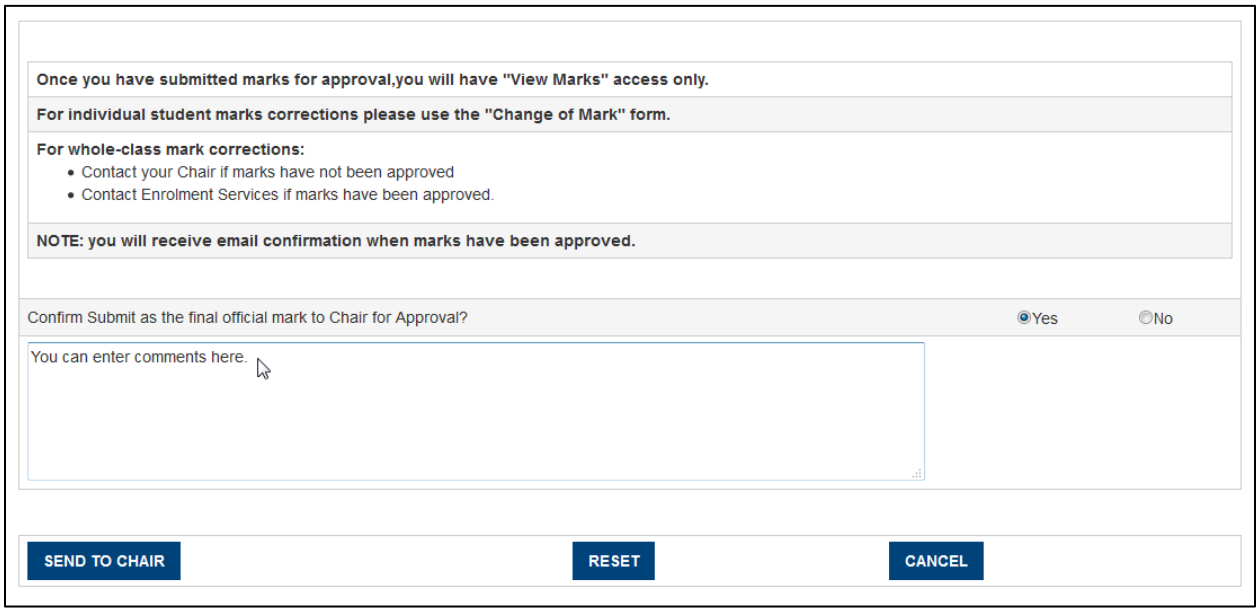
The above screen means only active students will currently display until you select **Show inactive students** and hit **Continue**.

Submit Final Marks to the Chair/Director/Dean

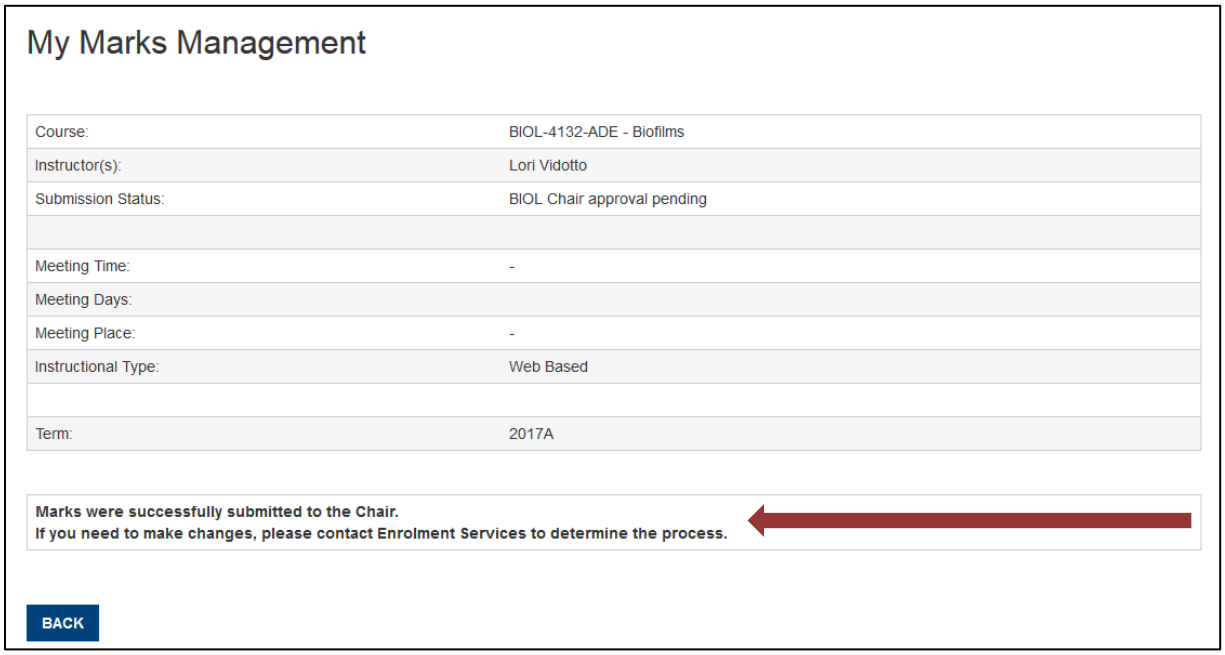
Final grades need to be submitted electronically. Marks will be submitted electronically to the Chair/Director if you are an instructor and to the Dean if you are an instructor AND the Chair/Director.

Once all marks have been recorded into the marks management system and you are ready to submit the final grades, select **Submit Final Marks to the Chair/Dean** from the main Marks Management page and then **Continue**.

The next page will show a list of all your students along with their grades. You will want to make sure you review and verify the marks are what you intend to submit to your Chair/Director/Dean for verification. If needed, you can enter comments about your marks. You will then hit **Send to Chair** which will then send your marks electronically to your department approver.



Once you click Send to Chair/Director, the marks management system will show if you have been successful in submitting your final grades.



If you have NOT been successful in submitting your marks, this will also be indicated. If you do not know what the problem or issue is, or you do not know how to resolve it, please contact Registrarial Services for assistance.

Please note that submitting your grades electronically sends them to your Chair/Director/Dean for approval PRIOR to showing on the student transcript. Once the marks have been reviewed by the Chair/Director and electronically approved, the marks then are forwarded to Registrarial Services where they are held overnight to be automatically uploaded/verified to the student transcript. ONLY when the mark has been posted to the student's transcript is it considered an official final mark.

Once a mark is posted to the student transcript, students will no longer be able to view their interim marks, but they will be able to view their final grade through myPortal> Student> Grades & Transcripts> Final Grades (Unofficial Transcript).

If you have any questions about this process, you may wish to connect with your departmental administrative support team for further instructions.

How to Remove an Incomplete Grade

1. Select **Enter Final Mark Overrides**. Continue.

2. Go to the incomplete mark you want to remove and delete it. Leave the **Override Value** column blank and change the corresponding **Modifier** to **None** using the drop-down function. Click save.

3. Select **Enter Marks**. Continue.

4. Go to the mark you originally wanted to change and delete it so the field is blank. Save.

5. Select **Enter Marks**. Continue.

6. The field should now be blank and you can add your new mark and continue as you normally would.

Incomplete grades should ONLY be assigned to a FINAL grade.

Assigning an incomplete grade to a paper, assignment, project, test or exam is NOT recommended as it creates problems for you later on. If you do enter an incomplete grade for anything other than a FINAL grade, you will need to complete the above steps to remove it.

Details You Should Know

1. Once you have submitted final marks electronically, **you will no longer have access to changing marks online through marks management but you will still have access to viewing the marks entered**.

2. If you have submitted final marks in error, you must immediately contact your Chair/Director (if marks have not yet been approved) OR Registrarial Services (if marks have been approved).

   Waiting may result in students seeing incorrect marks and/or may also result in you having to submit individual Change of Mark forms for each person in the class.

3. If you have submitted FINAL marks electronically and you need to submit an individual student change of grade, please use the fillable pdf form which can be found through **myPortal> Faculty> Faculty Forms> Change of Mark** or through **myPortal> Employee> Marks Management and Marks Changes> Change of Mark**.

   If you have any questions about this form or how to access it, please contact your Departmental administrative support or Registrarial Services for assistance.

4. If you believe a student's name has been omitted from your class roster, please contact Registrarial Services **PRIOR to submitting FINAL marks**.